

**Palmyra Memorial Library
Circulation Policy**

Adopted March 9, 2010

Amended January 4, 2011

Updated August 20, 2014

Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed here may borrow the resources of the library for use outside of the library.

A. Borrowing/Renewing Materials

1. Borrowing privileges are free to any patron after requesting and receiving a library card.
2. In compliance with state law, information obtained from the patron for a library card is private and Palmyra Memorial Library maintains complete confidentiality of all library circulation records. Information obtained will be used by the librarian to notify a patron of any books that are late or any outstanding fees that are owed to the library.
3. Materials available for check out from the library include books, audio books (CDs), movies (DVD or Blu-Ray), and music CDs. All materials are checked out for 3 weeks. Older books, if requested by the patron, may be checked out for 4 weeks. Selected materials (i.e. historical materials, municipal code book) are not available for check out but are available for use in the library.
4. Items may be renewed in person, by phone, or by email. Renewals may be denied for certain materials if there is a waiting list. Otherwise, extended checkouts and renewals are at the librarian's discretion.

B. Damaged Materials

1. If the patron notices damage on a book or other material before checking it out, they should notify the librarian, who will make a note on the check out card.
2. If a book or other material becomes damaged after the patron checks it out, the librarian must be notified when the book is returned. If the item is damaged beyond repair, the patron may be asked to replace the book by either purchasing another or paying the cost of replacement. If the book is older than 3 years, it can be replaced with purchase of a used book. If the book is less than 3 years old, an attempt should be made to replace it with a new copy.

C. Overdue Fines/Restrictions

1. Fines are assessed at the rate of 10 cents per day, only charged for days the library is open. We allow a one-day grace period. If an item is returned after that grace period, however, a fine for all overdue days will be assessed.
2. Patrons may be denied checking out more materials if they currently have materials 8 weeks or more overdue and/or have accrued \$5.00 or more in fines. Once items have been returned and fines paid, borrowing privileges will no longer be restricted.

D. Inter-library loans

1. Inter-library loans may be used to provide materials beyond what the Library has in its collection.
2. To help the library cover the costs incurred with inter-library loans, a fee will be assessed based on the rate of postage to return the item and payable at the time the ILL item is received from the lending library.

Policy reviewed and approved by the Palmyra Memorial Library Board on August 20, 2014

Palmyra Memorial Library
Emergency and Safety Policy

Adopted March 9, 2010

Amended January 4, 2011

Updated August 20, 2014

The Palmyra Memorial Library attempts to provide a safe environment for all who use our facility as well as a safe repository for library materials of all types. Despite our best efforts, situations may arise of an emergency nature. These guidelines for foreseeable but unplanned emergencies that may occur in the library are designed to reduce risk to life and materials.

I. Weather Emergencies

A. Tornado or Violent Storm

1. When warranted, staff will monitor weather conditions using radio and/or the Internet. When Otoe County is in a watch or a warning, staff will follow the below mentioned procedures established for the situation.
2. If time allows, patrons must either leave the building and go to the Palmyra United Methodist Church basement or take shelter in the library's basement when notified by staff that a tornado is approaching.
3. If a tornado strikes with little or no warning and there is no time to evacuate to the basement, patrons and staff should take shelter away from windows, hiding under furniture and protecting their heads as much as possible.
4. As a public building, the library seeks to provide shelter as needed in the time of a storm, but will not be held responsible for any patron wishing to leave to seek other shelter if they so choose.

B. Snow Storms

1. The library may open late or close early when winter weather conditions present a danger to staff and patrons. The library will follow the actions of the school district when applicable, so if the school is closed, the library will also be closed. The Library Director shall also be authorized to close the library when deemed appropriate during other times of inclement weather.
2. Maximum effort will be made to maintain regular library operating hours. However, if the library needs to close due to bad weather, the Library Director will post a notice on the door, or contact a Board member to do such as soon as possible.

II. Facility Emergencies

A. Fire

1. At the first indication of smoke or flame, patrons will be evacuated. Staff should immediately call 911 and then evacuate the building.
2. Library staff should await emergency personnel across the street from the front entrance to notify them of the location and extent of the fire.
3. Staff should familiarize themselves with the location and operation of fire extinguishers.

B. Bomb Threats

1. Staff receiving a bomb threat should try to keep the caller on the line as long as possible, noting as much detail about the caller's voice, background noises, and so forth.

2. If the caller does not indicate the location of the bomb or the time of possible detonation, this information should be requested.

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3. Immediately after the caller hangs up or a bomb threat is received in other ways besides the phone, the police should be called and the building should be cleared of all staff and patrons.
4. When police arrive, staff shall provide them with the information requested, evacuate the premises, and await the okay to return to the building.

C. Other Facility Emergencies

1. The Library Director may close the library at their discretion for other emergencies including but not limited to the loss of electrical power, plumbing problems or water leaks, temperature issues, or hazardous materials issues.
2. The Library Director should contact a Board member and if possible the Village Clerk or a Village Board member to let them know of the situation.

III. Personal Safety

A. Health Emergencies or Accidents

1. Staff should exercise caution when assisting anyone with a health complaint and should call for emergency personnel immediately in the event of a serious problem.
2. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected until medial help can be obtained. Since each case is unique, staff should use their own judgment to do what is prudent and reasonable.
3. At no time should staff ever dispense medication, including aspirin, to the public.
4. Following the incident, staff should notify a Library Board member as soon as possible.

B. Patron Unruliness or Violence

1. Library patrons are expected to conduct themselves in a manner which shows respect to other patrons and to staff. Disruptive behavior that disturbs others or destroys property, which includes but is not limited to any violation of the Rules for Patron Behavior or the Technology Policy, will not be tolerated.
2. Parents/Guardians are responsible for the behavior of their children while in the library. Children who are being disruptive and do not respond to a staff request to stop, will be asked to leave the building and if necessary the parent will be called to pick the child up from the library.
3. Staff may handle patron situations directly if they feel comfortable doing so. The police may also be contacted if necessary.
4. The offender may be dismissed for the rest of the day or for up to 2 weeks depending on the severity of the offense, and repeat offenders may be permanently barred from the library by the Library Director. Appeals must be submitted in writing 1 week prior to a regular Library Board meeting and will be reviewed by the Library Director and the Library Board.

Palmyra Memorial Library
Collection Development Policy

Adopted March 9, 2010

Updated August 20, 2014

Palmyra Memorial Library is a public institution run by a library board, whose board members must live within the village limits. The library is funded by the Village of Palmyra. The library services not only people who live in the village, but those who live in areas surrounding the Village of Palmyra. The library customers are from diverse educational and economical backgrounds and display a wide variety of interests, needs, values, and viewpoints. It is the goal of the Palmyra Library's collection to be as diverse as the people it serves.

A. The library gathers materials both print and non-print on subjects of interest to the community. The library follows the principles embodied in the Library Bill of Rights and this policy.

1. Care will be taken that no one person or group unduly influences the selection or withdrawal of library materials.
2. The library supports intellectual freedom.

B. The library's collection is added to by donated items or purchased items that enhance existing resources.

1. Popular fiction titles for all ages constitute a major emphasis of the library's collection.
2. Books by authors that are a part of a continuing series are added as resources allow.
3. Items of local interest and historical value are added to the library whenever possible and are not discarded or circulated if deemed irreplaceable.
4. The Palmyra Library does not keep any periodical titles beyond the current issue due to space limitations.

C. The library accepts gifts of books, pamphlets, periodicals, audio-visual materials, and the like with the understanding that they will be added to the library collections only when needed.

1. The library will not affix a value for tax purposes to such gifts; this is the responsibility of the donor. The library will, upon request, provide a tax receipt for the donor's records.

2. The same principles of selection that are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons: Items which are already in the library's collection; items which may not be of sufficient circulation value to the library; items that are in poor condition.

3. The Library Director shall notify the Board periodically of gifts received and gifts may be acknowledged by thank you letters, a library newsletter, or other appropriate means.

D. Selection of materials to be added, whether purchased or donated, follows standard guidelines.

1. The final selection of library materials rests with the Librarian who operates within the framework of policies set by the Palmyra Library Board.

2. At least one of the following criteria will be used in the selection of materials: needs and interest of the library's users and anticipated users, accuracy and responsibility of the author, significance of the subject, or the item's relationship to the rest of the collection.

3. Requests made by library's customers are considered when it is felt the material suggested will be of use in the collection.

4. Non-print materials such as, DVDs, and audio books are added if they add

value to the collection.

5. Standard selection tools including but not limited to book reviews from professional journals, best seller lists, and other professional library publications, are used to determine usefulness of all print and non-print materials.

6. Additions to the library's collection are dependent upon available funds. Purchases of library materials are done throughout the year to insure a regular flow of acquisitions.

E. Palmyra Memorial Library cannot purchase all materials that are requested by the customers, so inter-library loan is used to provide access to materials beyond what Palmyra Memorial Library has in its collection. Patrons also have online access to current magazines, journals, newspapers, genealogy and business information through the Nebraska Library Commission with funding from the State of Nebraska, through its website <http://nebraskaccess.ne.gov/>.

F. Weeding is an important part of collection development.

1. The collection is systematically weeded to make the library's holdings more attractive and easier to use and to allow space for new purchases.

2. Criteria for weeding includes: obsolete, inaccurate, or outdated information, damaged or dirty condition, duplicates no longer needed, and little or no circulation.

3. Weeded books are sold at the annual used book sale which is held during the Palmyra Old Settler's Picnic in June.

G. Method for handling complaints.

1. If at any time a patron of the Palmyra Memorial Library feels that material is inappropriate for the collection, he/she may file a written Request for Reconsideration of the Material.

2. The librarian must respond to this request within 14 days. If the response of the librarian does not satisfy the patron, he/she may schedule a time to appear before the Library Board concerning the complaint. At least a one-week advance notice must be made before the board meeting.

Palmyra Memorial Library

Finance Policy

Adopted March 9, 2010

Updated August 20, 2014

- A. All telephone, utilities, insurance, salary, payroll taxes, and other regular bills will be paid by the village clerk.
- B. The annual budgeted amount for supplies and maintenance set by the Village Board is available for the library director to use for library office, postage, cleaning, and other supplies at his or her discretion. The library director must not exceed this budgeted amount during the fiscal year (October through September) without prior approval by the library board. See section D for a list of acceptable ways the library director may pay for items purchased for the library.
- C. The annual budgeted amount for books/subscriptions set by the Village Board is available for the library director to use at his or her discretion. The library director must not exceed this budgeted amount during the fiscal year (October through September) without prior approval by the library board. See section D for a list of acceptable ways the library director may pay for items purchased for the library.
- D. The following is a list of acceptable methods of payment for items listed in sections B and C by the library director:
 - 1. Petty cash fund: This fund is kept at the disposal of the library director and is replenished periodically by the library board treasurer. It should be used by the library director for small purchases for the library and for monetary transactions with library patrons (fees, fines, etc.) The library director must keep all receipts from purchases and give them to the library board treasurer upon replenishment.
 - 2. Decker's charge account: The grocery store in Palmyra allows the library to charge items to an account. If the library director purchases any supplies at the grocery store, she or he should save the receipts and notify the treasurer in a timely manner. The library board treasurer will pay the bill at the grocery store and submit the receipts to the town clerk for reimbursement.
 - 3. Reimbursement: The library director may purchase items with her or his personal funds and submit the receipts to the library board treasurer for reimbursement. The library board treasurer will submit the receipts to the town clerk for reimbursement.
 - 4. The library director may make arrangements with a library board member to purchase any requested items.
 - 5. Some companies are willing to bill the town clerk for items purchased. This is acceptable.
- E. Near the end of the fiscal year, the treasurer will report to the library board regarding any budget surpluses for the library. If there is a budget surplus, the library board will decide how to spend the money.
- F. The library board treasurer will periodically monitor the library's budget set by the Village Board and report to the library board.

Policy reviewed and approved by the Palmyra Memorial Library Board on August 20, 2014

Palmyra Memorial Library
Guidelines for Patron Behavior
Adopted March 9, 2010
Updated August 20, 2014

The Library Board of the Palmyra Memorial Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use.

Acceptable standards of behavior include but are not limited to this list.

1. Library users shall respect the rights of staff and other patrons and shall not behave in any manner that may disturb other persons. Patrons shall not interfere with the right of others to use the library or with the librarian's performance of duties.
2. Use of any profanity is unacceptable and person will be asked to leave the premises.
3. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, destroying property.
4. Speaking should be kept to normal conversation levels. Audio equipment shall not be audible to other people.
5. Sleeping in the library is not allowed.
6. Weapons of any type are not allowed.
7. Use of tobacco, alcohol, or illegal drugs is prohibited. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
8. Persons whose bodily hygiene or odor is so offensive as to constitute a nuisance to other patrons and/or library staff shall be required to leave the building.
9. Pets are prohibited; service animals are welcome.
10. Compliance with the Library's Technology Policy is mandatory.
11. Persons 6 years of age and older must wear shirts and shoes in the library.
12. Children age 7 and younger must be supervised by a person age 13 or older.

Any person not complying with these rules or with local or state law shall be asked to leave the library premises and may receive a temporary or permanent ban from future library use.

Patrons temporarily banned from the library may appeal this decision by contacting the Library Director at least 1 week before the next regular meeting of the Palmyra Memorial Library Board. The patron making the appeal should attend the Library Board meeting when the matter is on the agenda.

Palmyra Memorial Library
Patron Responsibility Policy
Adopted March 9, 2010
Reviewed August 20, 2014

A. Unattended Children Policy

The Palmyra Memorial Library is a community information resource center. People come to the library to get information, to read, to use the library's resource materials, and to study. It belongs to the whole community and not to any specific person or group of people. The library is not a playground, recreation center, or daycare facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, and to provide for the general safety of children using the Palmyra Memorial Library, the following policies are adopted:

1. All children 7 years or younger shall, at all times, be attended and adequately supervised by an individual 13 years of age or older who is responsible for the care of the children.
2. Children may be left unattended at scheduled library programs. The responsible person should plan to be at the library when the program concludes. Children with special needs related to physical or mental ability shall be attended at all times.
3. Children 8 years and older may use the library unattended, subject to the rules and regulations of the Palmyra Memorial Library.
4. The Palmyra Memorial Library assumes no responsibility for children left unattended on library premises.
5. When a child 7 years or younger appears to be lost or left unattended, the library staff will immediately try to locate the responsible adult and will stay with the child until the adult is found. If the adult cannot be found in 1 hour's time or if the library is closing, the staff will contact the police department for assistance.

B. Abuse of Library Policy and Restriction of Privileges

The use of the library and its services may be denied temporarily for due cause. Such cause may include failure to return materials or to pay penalties, returning an item in a damaged condition, destruction of library property, or any other illegal, disruptive, or objectionable disturbance on library premises. Patrons who are asked to leave and are unwilling to do so, or do not leave within a reasonable amount of time after being instructed to do so by staff, will be subject to the prevailing laws. Additionally, an incident report will be filed for documentation.

Library accounts will be restricted for fines of \$5 and over or for material overdue more than 8 weeks.

Denial of computer use may occur because of any unacceptable use (See Technology Policy).

Palmyra Memorial Library –Technology policy

Computer and Internet

The Palmyra Memorial Library is committed to serving the information and lifelong learning needs of all its patrons. Computing resources greatly expand the availability of information beyond the traditional collections. The library provides computers to its patrons for Internet browsing, word processing, and other productive activities.

The Internet is an unregulated global information resource. The Palmyra Memorial Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource.

The Palmyra Memorial Library complies with the United States Copyright Law, and all other federal, state, and local laws relating to the use of the Internet and other electronic media.

The computers at the Palmyra Memorial Library are public access computers. The computers have been set to accommodate a wide variety of users. If you should need to change any settings, you must check first with the librarian and explain why the settings need to be changed.

The laptop is available for patron use within the library. The laptop may not be removed from the premises for any reason without Board approval.

Rules and Regulations

- Inappropriate use of the Internet (pornography, gambling, etc.) in a public and open environment is prohibited and will result in the suspension or revocation of Internet use privileges.
- Computer sessions are limited to 30 minutes per day. Patrons may request an extension if no one else is waiting. Computer time is on a first come first serve basis unless time has been reserved in advance.
- To insure the computer and keyboard are kept clean, patrons may be asked to wash their hands before use.
- No food or drink is allowed while using the computer.
- Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.
- Activities which disrupt the library, violate copyright or software license agreements, or damage equipment are prohibited.
- The Palmyra Memorial Library is not responsible for work or information lost due to computer or system malfunction.
- Downloading, saving documents and uploading documents is permitted, however patrons must save to their own media. Patron files will not be saved on library computers.
- Chat rooms and instant messaging is not allowed.

Print / Copy / Fax Service

Please ask the Librarian before using these services.

The Palmyra Memorial Library requests donations to help cover printing, copying and fax services.

Printing or Copying

Black -----	\$0.25 per page
Color -----	\$0.50 per page
Local Fax -----	FREE
Long Distance Fax -----	Request \$0.50 for the first page 10¢ each additional page

Wireless Access and Use

Unfiltered wireless Internet access is available to all patrons. By choosing to use this free service patrons agree to abide with the library's internet policy.

- The library's wireless network is unfiltered and does not provide a secure connection. Information sent to and from your laptop may be captured by anyone else with a wireless device and the appropriate software. Patrons use the library's wireless internet access at their own risk.
- The library encourages patrons to use virus protection, a personal firewall, and other measures on their laptop to protect personal information from disclosure.
- You will need a notebook/laptop or other wireless device with 802.11b or 802.11g wireless networking. If you are not sure if your notebook/laptop has this functionality, please check with the manufacturer or supplier of your equipment.
- Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.
- The Palmyra Memorial Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data, or for any damage or injury that arises from use of the library's wireless internet access service.

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